

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
COMMUNITY AND GOVERNMENT RELATIONS DIVISION
Office of the Director
550 South Vermont Avenue, Los Angeles, CA 90020

VACANCY ANNOUNCEMENT

**THIS IS NOT AN OFFICIAL EXAMINATION-
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**SENIOR TYPIST CLERK
Community & Government Relations**

The Community and Government Relations Division in the Office of the Director is recruiting to fill a Senior Typist Clerk position. This position will have the responsibility to provide lead clerical support to the Division. The person selected for this position will be located at 550 South Vermont.

EXAMPLES OF DUTIES:

Prepares and processes requests, minutes and other documents, requiring the analysis of information from multiple sources and a thorough familiarity with the use of intranet and internet to access information resources.

Answers questions via phone and e-mail from within and outside of the Department, including Board offices and other governmental agencies, researches and identifies necessary information, connects specialized inquiries to identified expert sources, and refers only unusual inquiries to immediate superior.

Reviews all documents and forms that require the signature of the Chief of the Division and/or the Director of the Department for accuracy and compliance with appropriate policies and procedures.

Creates basic data and tracking sheets, enters relevant data and produces printed reports that require knowledge of multiple projects and initiatives undertaken by the Division.

Prepares letters, memos and notices requiring the application of highly specialized knowledge and discrimination in the selection of information.

Utilizes MS Office applications such as MS Outlook, MS Word, MS Excel and MS PowerPoint to assist with the coordination of community relations and other project meetings, maintenance of attendance and distribution records, and presentations at internal and community meetings and other venues.

DESIRABLE QUALIFICATIONS:

1. Strong time management and organizing skills
2. Strong interpersonal skills
3. Ability to multi-task
4. Good knowledge of MS Word, MS Excel, MS Outlook and MS PowerPoint

Qualified individuals holding title to the above position or on the eligibility list for the title should **fax or email** their resume, last master time sheet, and last two (2) Performance Evaluations to Kumar Menon on or before **May 2, 2012:**

For additional Information, please contact
Kumar Menon, kmenon@dmh.lacounty.gov, Fax: (213) 386-5282, (213) 738-4258

AN EQUAL OPPORTUNITY EMPLOYER